

**RESOLUTION NO. 2024-15**

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD  
ADOPTING A BUDGET FOR THE MASON COUNTY PUBLIC  
TRANSPORTATION BENEFIT AREA FOR THE CALENDAR YEAR  
BEGINNING JANUARY 1, 2025.**

**WHEREAS**, the Mason County Public Transportation Benefit Area dba Mason Transit Authority (MTA) has prepared a budget for the 2025 calendar year; and

**WHEREAS**, the governing authority of Mason County Public Transportation Benefit Area has presented draft budgets at its October and November public meetings on the preliminary budget; and

**WHEREAS**, management has recommended the 2025 Budget, a copy of which is attached hereto and incorporated herein by this reference.

**NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD** that the attached budget for Mason Transit Authority for the year 2025 is hereby adopted.

Adopted this 17<sup>th</sup> day of December, 2024.

Signed by:

*Eric Onisko*

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Eric Onisko, Chair

DocuSigned by:

*John Sheridan*

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John Sheridan, Vice Chair

DocuSigned by:

*Cyndy Brehmeyer*

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Cyndy Brehmeyer, Authority Member

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*Richard Lee*

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Richard Lee, Authority Member

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*Wes Martin*

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Wes Martin, Authority Member

Signed by:

*Randy Neatherlin*

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Randy Neatherlin, Authority Member

Signed by:

*Kevin Shuttly*

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Kevin Shuttly, Authority Member

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Ryan Spurling, Authority Member

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Sharon Trask, Authority Member

APPROVED AS TO CONTENT: Signed by: Amy Asher  
DocuSigned by: Amy Asher, General Manager

APPROVED AS TO FORM: Signed by: Robert W. Johnson  
DocuSigned by: Robert W. Johnson, Legal Counsel

ATTEST: DocuSigned by: Tracy Becht DATE: 1/7/2025  
DocuSigned by: Tracy Becht, Clerk of the Board



# 2025 Annual Budget & Compensation Plan

APPROVED BY MTA BOARD

December 17, 2024

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## Objective

The purpose of the 2025 Budget is to ensure that Mason Transit Authority (MTA) continues to meet the needs of its community and operate effectively with its available financial resources.

## Goals

1. Maintain a 4-month Operating reserve fund.
2. Establish spending levels that contribute to a 5-year sustainability plan.
3. Ensure fiscal responsibility and stewardship of public funds.
4. Progress towards 80% State of Good Repair for vehicles and 90% for facilities.
5. Maintain facilities for optimal performance.
6. Analyze the future of service operations and fleet requirements.
7. Continued incremental expansion of service.
8. Remain an employer of choice in an increasingly competitive labor market.

## 2025 Budget Overview

The current economic outlook remains positive. MTA has been successful securing both state and federal grant awards for the 2023-25 Biennium and has received additional state formula funds for our special needs populations. These increased sources of funds provide more than enough revenue to cover increasing employee wages and benefits expenses, as well as planned capital and planning expenses. MTA has both the capacity and resolve to respond to the needs of our community. MTA will remain dedicated to our vision: Driving our Community Forward.

Ridership has steadily increased as we close 2024, due largely to an increase in student ridership. Fixed Route ridership steadily increases with each service change and route additions as we continue to hire, while Dial-A-Ride has reached new ridership highs. Management continues budgeting for increased service levels across all modes as more frequent, convenient service is essential to attract and retain riders.

## Overall Economic Outlook

MTA begins 2025 with healthy cash balances and a projection of increased sales tax and operating grant revenues, more so than in prior years thanks to the passage of Move Ahead Washington. MTA is well positioned to grow its service to the community.

Sales tax revenue continues to outpace the budgeted amounts in recent years. MTA is increasing the budget for sales tax revenue based on prior year actuals, while remaining conservative.

The 2025 budget reflects a 7% increase to wages and benefits. The FTE budget has increased from 81 to 82 positions with the addition of one dispatch position during 2024.

See the FTE table on page 10. A comprehensive wage study was conducted in 2023 to ensure MTA remains a competitive employer of choice and the Transit Driver labor agreement was also negotiated in 2023. The next non-rep compensation study will be conducted in 2026 for the 2027 budget. MTA values the talent and dedication of its staff and is committing resources to ensure that wages are competitive when comparing against similar local positions and similarly sized transit agencies.

## 2025 Budget Highlights

1. Operating Revenue (Fares) is budgeted for a net 1% decrease as there have been fewer rentals of the Community Van. The premium Worker Driver Program fare revenue decreased in 2024 slightly as shipyard workers work patterns have changed. We expect this to continue in 2025.
2. Non-Operating Revenue reflects a 3% increase for 2025. Sales Tax Revenue reflects a 2% increase over 2024 budgeted amounts. Operating Grant revenue reflects a 5% increase as we have both new grant funds in the biennium and remaining COVID relief funds through the CRRSAA grant program. MTA was awarded continuing operating funds for the Dial-A-Ride Program through the Consolidated Grant program in the 2023-25 Biennium and has applied for the programs 2025-27 award. Investment income is projected to remain the same as the 2024 budgeted amount. Other Income is forecasted to increase with more frequent rental of the T-CC gym and higher rates in our sales of maintenance services.
3. Budgeted expenses are expected to increase by 7%. Increased revenues from Sales Tax and Operating Grants have been reinvested to bring our service levels up, provide competitive wages, prepare for increases in fuel and utility costs, plus anticipated inflation increases. Additionally, funds have been included to analyze the future of MTA service operations and fleet requirements in preparation of federal infrastructure investment, while Pooled Reserves of \$120,000 are included for unanticipated volatility.
4. 82 Full-Time Employees (FTEs) are budgeted for 2025, an increase of 1 FTE in the Dispatch department that was added during 2024.
5. The 2025 capital budget accounts for the grant funded vehicle replacement of six (6) cutaways, IT replacements on our vehicles and at our transit facilities, capital facilities improvements, park and ride maintenance, and bus stop improvements. From MTA local funding, the capital budget accounts for equipment for conversion of cutaway vehicles to propane, a repair to the Transit-Community Center roof and flooring, and maintenance at the Johns Prairie complex. Refer to the Capital Budget on page 14 for more details.

## 2025 Proposed Operating Budget

*The Operating Budget does not include Capital expenditures (see Capital Budget on page 14).*

<b>Consolidated 2025 Budget</b>							<b>Change Budget</b>							
<b>Proposed December 2024</b>							<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Projections</b>	<b>2024 Budget</b>	<b>2025 Budget</b>	<b>YoY</b>	<b>Ref#</b>
<b>Operating Revenue (Fares)</b>														
Passenger Fares	1	36,302	47,526	1,052	663	1,500	800	-47%						
Worker Driver	2	104,205	79,040	74,371	75,999	85,000	85,000	0%						
		140,507	126,566	75,423	76,662	86,500	85,800	-1%					1	
<b>Non-Operating Revenue</b>														
Sales Tax	4	6,869,226	7,515,228	7,625,304	7,950,646	7,645,620	7,798,533	2%					2	
Operating Grants	5	3,583,255	8,093,520	6,470,410	6,926,098	5,530,866	5,798,609	5%					3	
Rental Income	6	139,786	147,942	156,145	161,030	152,361	144,794	-5%					4	
Investment Income	7	11,990	140,249	958,748	861,472	150,000	150,000	0%					5	
Other income	8	46,152	43,931	45,943	41,953	26,050	28,550	10%					6	
		10,650,409	15,940,870	15,256,550	15,941,199	13,504,897	13,920,486	3%						
Operating Reserves Allocation														
<b>Total Revenue</b>		<b>10,790,916</b>	<b>16,067,436</b>	<b>15,331,973</b>	<b>16,017,861</b>	<b>13,591,397</b>	<b>14,006,286</b>	<b>3%</b>						
<b>Expenses</b>														
Wages & Benefits	9	5,261,486	5,717,980	6,118,718	6,851,930	8,217,535	8,809,811	7%					7	
Contracted Services	10	288,241	157,694	237,413	204,178	262,620	311,970	19%					8	
Fuel and Lubricants	12	310,962	475,205	527,752	497,292	647,500	649,100	0%					9	
Vehicle/Facility Repair & Maintenance	13	169,364	360,416	334,509	247,198	462,200	449,275	-3%					10	
Insurance Premium	14	194,632	221,159	280,794	294,390	293,583	344,368	17%					11	
Intergovernmental - Audit Fees	15			961	47,495	40,000	55,000	38%					12	
Facility Rent and Park & Ride	16	39,939	17,037											
Utilities	17	180,504	180,297	198,244	198,811	240,800	242,400	1%						
Supplies	18	135,613	247,388	229,091	292,780	387,650	413,320	7%					13	
Training & Meetings	19	59,141	57,322	62,229	83,651	106,450	121,071	14%					14	
Other Operating Expenses	20	98,121	72,091	83,933	103,573	105,009	133,633	27%					15	
Pooled Reserves				-	120,000	120,000	120,000	0%					16	
<b>Total Expense</b>		<b>6,738,003</b>	<b>7,506,589</b>	<b>8,073,644</b>	<b>8,941,298</b>	<b>10,883,347</b>	<b>11,649,948</b>	<b>7%</b>						
<b>Net Income (Loss)</b>		<b>4,052,913</b>	<b>8,560,847</b>	<b>7,258,329</b>	<b>7,076,563</b>	<b>2,708,050</b>	<b>2,356,338</b>							
Operating Reserves Allocation														
<b>Net Income (Loss) Net Reserves Allocated</b>		<b>4,052,913</b>	<b>8,560,847</b>	<b>7,258,329</b>	<b>7,076,563</b>	<b>2,708,050</b>	<b>2,356,338</b>							

## 2025 Budget Notes

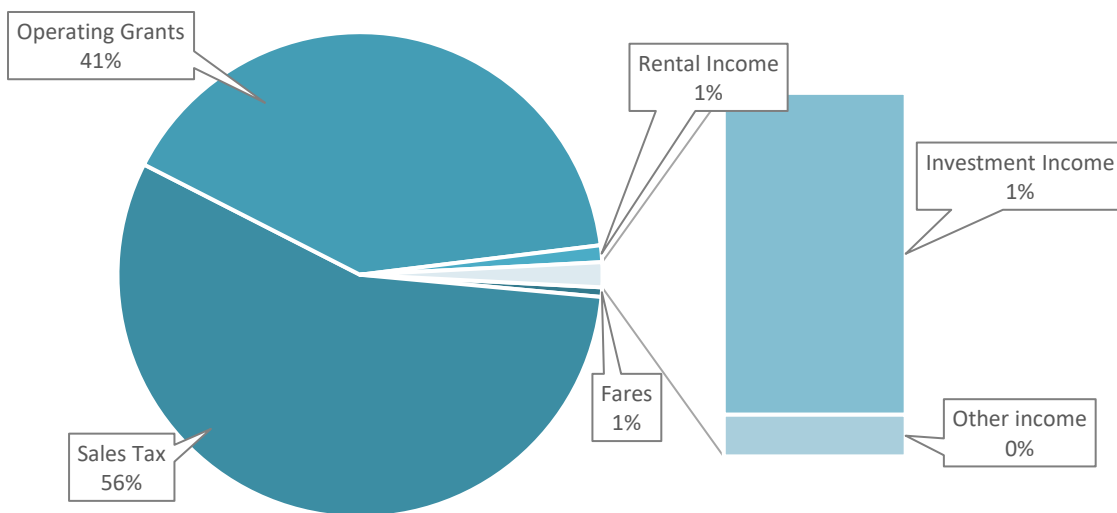
1. Operating Revenue (Fares) is budgeted for a net 1% decrease due to fewer Community Van rentals. MTA continued its fare-free pilot program for all Dial-A-Ride and Fixed Route services and it currently runs until December 31, 2025  
The premium Worker Driver Program fare revenue is projected to decrease slightly as shipyard workers work patterns have changed.
2. Sales Tax revenue continues to come in higher than projected despite repeated suggestions of a recession. Sales tax revenue for 2024 is predicted at \$7.9 m. 2025 Sales Tax Revenue is estimated at \$7.7m. This is a 2% increase over 2024 budgeted amounts.
3. Operating grant revenue is based off the 2023-2025 biennium contracted awards, projected 2025-27 awards, and the use of some remaining COVID Relief grant funds. MTA was awarded a two-year consolidated operating grant to sustain Dial-A-Ride service with \$1,856,400 for the biennium. This is less than requested in years past as we have both CRRSAA and ARPA grant funds remaining from COVID Relief programs, and we have received increased formula funds for our Dial a Ride program through the Climate Commitment Act
4. Budgeted Rental Income is based upon current long-term tenant leases. Occupancy will decrease slightly as one tenant at John's Prairie will vacate in early 2025. Event rental income is projected to continue to grow.
5. The Treasury Pool Investment account continued to perform well in 2024. The budgeted amount for 2025 has been estimated conservatively as we expect rates to lower.
6. Other Income is projected to increase in 2025 with the addition of sales of maintenance services to outside agencies such as the Squaxin Tribe as they begin to add more service. WSTIP grant amounts have also increased.
7. Wages and Benefits increased by 7% with an internal promotion of one employee, increases to the L&I rates, the increase in overtime wages due to changes in the State overtime employment rules, and increases to benefit rates. Health care premiums for both medical plans increased again: Regence had an increase of 7.3%, and Kaiser increased by 8.2%. Willamette Dental increased 6.9%. No other health care coverages changed for 2025.
8. Contract Services for 2025 increased 19% . The contracted services consisting of additions for the annual expense of Arctic Wolf network cyber security service, IT testing, Drug and Alcohol testing, charges for park and ride camera connectivity, bus technology for all service revenue fleet, and fees associated with camera monitoring on all agency staff vehicles.
9. Fuel is forecasted with a slight increase to account for our increased service in early 2025 and the potential continued volatility in diesel and gasoline prices.
10. Vehicle/Facility Repair & Maintenance is budgeted with a 3% decrease as we have retired our older fleet that required more repair and maintenance.
11. WSTIP Insurance coverage is quoted to increase by 17%. 2025 rates are set per forecasted expanded miles to be driven in 2025. The 2025 WSTIP rate increase also factors in the increased cost to purchase coverage, and the WSTIP Board of Director's commitment to capital funding goals.

- 12. Standard Intergovernmental Audit fees for 2025 are quoted to be higher as we anticipate more oversight in 2025 and we will be conducting an audit for both 2023 and 2024.
- 13. Supplies reflects a 7% increase. This includes an increase in shop supplies, cleaning and sanitation supplies and small equipment and furniture. We will have Dispatch moving into a new area at the T-CC and the Administrative staff will move downstairs at John's Prairie. Both departments anticipate the need for furniture.
- 14. Training and Meetings are being held in-person more frequently and the costs to host them has increased significantly. MTA is committed to developing staff – many of whom are new to their positions. Funds ensure new and existing staff have access to learning opportunities and are provided for in this budget. This budget also includes Board travel for two members to attend the State Transit Conference.
- 15. Other Operating Expenses include dues, memberships, and subscriptions, leasehold tax, vehicle license and registration fees, CDL medical exams and fees. The increase in Other Operating Expenses is largely due to the increases in fees for subscriptions and dues to member organizations.
- 16. Pooled Reserves are set aside to filter any excess funds for future operating project use if necessary to handle potential price volatility, supply chain issues, fuel increases or other unanticipated expenses.

### Operating Revenues

Total operating revenue budgeted is projected to increase from \$13,504,987 in 2024 to \$13,920,486 in 2025. The two major revenue sources making up 97% of our revenue are sales taxes collected in Mason County and grant funding from WSDOT.

### Funding Source Breakdown





**Sales Tax**

Sales tax revenue continues to remain the largest source of funding - projected to be 56% of revenue for 2025. Sales tax revenue has been budgeted over \$7.7m for 2025. Actual receipts for 2022 were \$7.5m and \$7.6 m in 2023. 2024 projections through October actuals are estimated at \$7.9m. 2025 estimates include a 2% increase over the 2024 budget estimates and are budgeted conservatively.

**Historical and Projected Sales Tax Revenue**

The following table shows actual sales tax revenue for 2021 through August 2024, the remainder of the year is estimated (in gray). The 2025 budgeted amounts reflect our monthly estimates based on historical returns.

	2021 Actual	2022 Actual	2023 Actual	2024 Actual	2024 Budget	2025 Budget
January	464,970	492,351	528,201	545,346	611,650	540,200
February	456,479	513,550	539,128	559,272	535,193	551,376
March	595,307	646,582	616,540	640,405	649,878	630,546
April	585,816	599,278	599,059	619,533	611,650	612,668
May	604,875	620,580	656,593	671,706	573,422	671,509
June	640,945	677,991	731,134	724,483	726,334	747,744
July	606,512	653,259	679,614	723,443	688,106	695,053
August	590,886	678,818	670,272	697,897	649,878	685,499
September	597,424	733,099	702,464	785,217	764,562	718,422
October	546,801	652,444	613,829	698,828	688,106	627,774
November	602,943	622,319	609,293	666,561	611,650	623,134
December	492,351	624,958	679,178	669,388	535,193	694,607
	6,785,309	7,515,229	7,625,304	7,950,646	7,645,620	7,798,533

**Grant Revenues**

Operating grant revenue is comprised of state and federal funds awarded by WSDOT from the Consolidated Operating Grants Program and the COVID Relief Program, as well as formula funding through WSDOT. Operating grant revenue is forecasted to make up 41% of MTA's 2025 operating revenue.

**Fares**

Fares consist of two sources: Worker/Driver fares and Community Van fares. 2025 will be the third year of a three-year pilot program offering free fares for out of county travel and for free fares for all youth 18 and under. The Worker/Driver fares make up 99% of total budgeted fares for 2025.

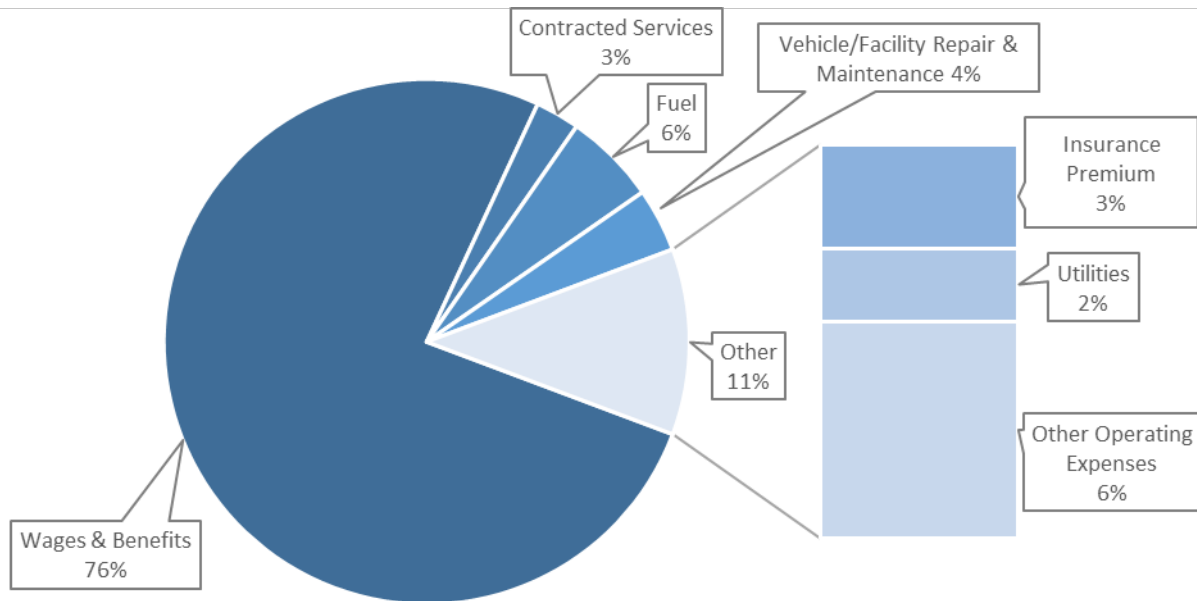
### Transit-Community Center Revenues

The T-CC provides revenue through long-term leases and providing event space rentals in the gym, conference room, kitchen, and atrium. The revenues generated from the Transit-Community Center are 84% from active long-term leases, with the remaining 16% attributed to event use throughout the year. Event rental income is anticipated to increase as we see more interest in event booking activity. Tenant rental income is updated to reflect the terms of each rental agreement and the timing of CPI rate increases. MTA conducted an analysis of cost per square foot of its leased space in 2025 to adjust to the changing market.

### Operating Expenses

Total operating expenses are budgeted to increase from \$10,883,347 in 2024 to \$11,562,422 in 2025, which is a 6% increase. Wages and Benefits remains our largest operating expense accounting for 76% of total operating expenses. The second highest expense category is Other Expenses including insurance and utilities. \$120,000 has been set aside as Pooled Reserves for potential price volatility, supply chain issues, fuel increases or other unanticipated expenses.

### Expense Source Breakdown



### Wages and Benefits

2025 Wages and Benefits are budgeted 7% higher than 2024. The Budgeted Positions and Full-Time Equivalents Table <sup>[Page 10]</sup> outlines the staff changes between 2024 and 2025.

Contributing factors to the increased wages and benefits are increases in medical benefits, increases in Labor and Industries rates, and a 3% GWI for non-represented staff.

Details for 2025 non-represented wages and benefits by department can be found below and continuing on the following page.

**Benefits**

No changes in benefits offered are anticipated for 2025. The cost of medical premiums for the two plans offered in 2025 experienced increases of 7.3% and 8.2%, while the cost of one dental plan rose 6.9%; the cost of all other health care benefits stayed the same for 2025.

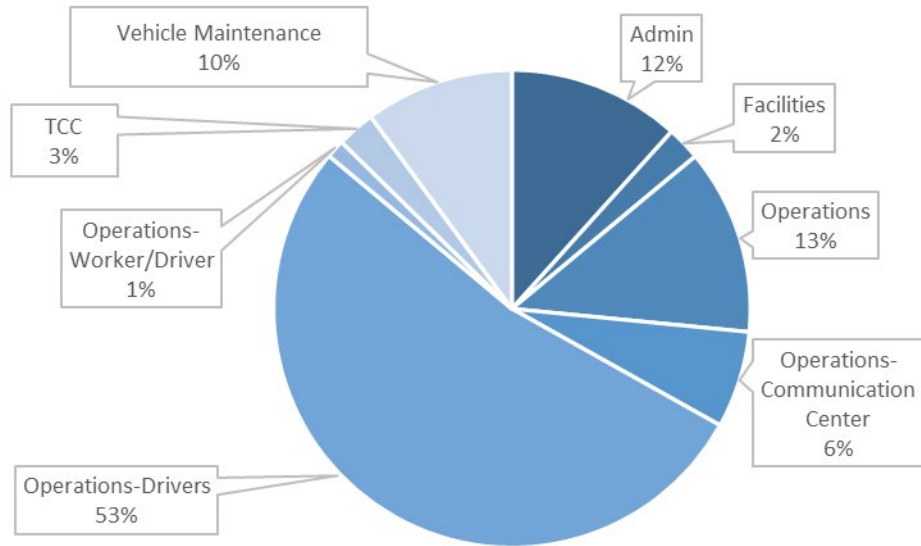
Public Employees' Retirement System (PERS) reflects a slight reduction in rates for 2025.

**Wages and Benefits by Department**

*The following table below breaks out budgeted FTEs, wages, and benefits for each department for 2025.*

Department	FTEs	Wages	Benefits	2025 Budget Total	2024 Budget
Admin	7.0	667,486	286,568	954,054	913,958
Admin-Board		5,400	427	5,827	5,824
Facilities	2	121,019	65,756	186,775	171,456
Operations	8	696,744	331,078	1,027,821	981,867
Operations-Communication Center	5	360,870	175,878	536,748	457,375
Operations-Drivers	45	2,769,293	1,556,607	4,325,900	3,989,605
Operations-Worker/Driver	6	81,509	19,763	101,271	93,856
Transit - Community Center	2	147,261	64,186	211,447	199,916
Vehicles/Maintenance	7	552,159	273,115	825,274	793,000
Total	82.0	5,401,740	2,773,377	8,175,117	7,606,858

The following chart shows each department's % of total wages and benefit expense.



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### Budgeted Positions and Full-Time Equivalents

The following chart shows the staff position and Full-Time Equivalent (FTE) changes with notes describing each change.

Department	Jan. 1, 2024	2025	
	Budgeted - Positions	Change	Budgeted - Positions
<b>Administration</b>			
General Manager	1.0	0.0	1.0
Human Resources Manager	1.0	0.0	1.0
Finance Manager	1.0	0.0	1.0
Executive Assistant	1.0	0.0	1.0
Accounting Assistant	1.0	0.0	1.0
Accounting Coordinator (Unfilled)	1.0	0.0	1.0
IT System Administrator	1.0	0.0	1.0
<i>Total Administration</i>	7.0	0.0	7.0
<b>Maintenance/Facilities</b>			
Maintenance Manager	1.0	0.0	1.0
Lead Mechanic	1.0	0.0	1.0
Service Mechanics	2.0	0.0	2.0
Mechanic	1.0	0.0	1.0
Fueler/Detailer	2.0	0.0	2.0
Facilities Technician	2.0	0.0	2.0
<i>Total Maintenance/Facilities</i>	9.0	0.0	9.0
<b>Operations</b>			
Operations Manager	1.0	0.0	1.0
Operations Supervisor	6.0	0.0	6.0
Operations Coordinator	1.0	0.0	1.0
Dispatcher	4.0	1.0	5.0
Drivers	45.0	0.0	45.0
Worker/Drivers	6.0	0.0	6.0
<i>Total Operations</i>	63.0	1.0	64.0
<b>Transit-Community Center</b>			
T-CC Assistant/Custodian	1.0	0.0	1.0
T-CC Building Superintendent	1.0	0.0	1.0
<i>Total Transit-Community Center</i>	2.0	0.0	2.0
<b>TOTAL</b>	<b>81.0</b>	<b>1.0</b>	<b>82.0</b>

#### FTE Notes

One additional Dispatcher added in 2024. Human Resources Generalist reclassified to Human Resources Manager.

## COMPENSATION PHILOSOPHY & PLAN 2025

In support of fulfilling our mission, Mason Transit Authority shall maintain a total compensation plan that includes salary, health benefits, life insurance, retirement, and a paid leave program directed toward attracting, retaining and rewarding a qualified and diverse workforce. Within the boundaries of financial feasibility, employee compensation and benefits shall be externally competitive and internally equitable.

### COMPENSATION PLAN

#### Current Employees

Eligible, non-represented employees will receive an annual General Wage Increase (GWI) on January 1 based on the prior 12-month average of the U.S. Department of Labor Consumer Price Index (CPI): CPI-U West Region as of August each year. Historically, the maximum GWI increase was set not to exceed 2.25% per year, but this has increased in recent years with the increasing CPI. With the 12-month CPI Average as of August 2024 at 2.2%, the 2025 proposed GWI is 3%.

An eligible employee is described as an employee who has completed their probation period and is not on a Performance Improvement Plan (PIP).

An employee on a PIP who is due an increase will receive a GWI when the PIP has been successfully completed. The increase will not be retroactive to the original increase date.

#### New Employees

The Salary Matrix will be used as the instrument in determining the hiring range of new employees. Skills, knowledge and experience will also be a factor.

Newly hired employees and those receiving internal promotions to new job classifications will receive a 3% increase upon successful completion of their probation period (minimum of six months).

#### Worker-Drivers

Worker-Drivers are those employees who specifically drive coaches to and from the Puget Sound Naval Shipyard, then work at the shipyard. Wages for the Worker-Drivers will receive a minimum of 1% GWI annually. This will be reviewed on a yearly basis for adjustment. The proposed 2025 GWI for worker drivers is 3%.

#### Annual Performance Evaluations and Performance Compensation

Employees employed with MTA for a minimum of one year as of March 1, 2024 that exceed expectations and perform higher than expected will be eligible for an additional increase above CPI not to exceed 1.5%. Those with a one-year anniversary date after March 1st will be eligible to receive compensation on their anniversary date till December 31, 2025. The performance compensation plan will be re-evaluated for the 2026 calendar year.

Eligibility for a performance increase will be based on annual employee performance evaluations and supported through the annual budget process.

Employee evaluations will take place each March, with potential performance compensation increases effective April 1 each year.

#### Summary of Performance Scoring Criteria

- An employee must receive all Satisfactory or better marks on the Employee Performance Appraisal (11 categories available) or all Successful or better on the Leadership Performance Appraisal (7 categories available) to be eligible for a performance compensation increase.
- An employee receiving a Needs Improvement rating in any area on the performance appraisal would not qualify for a performance compensation increase.
- An employee on a PIP would not qualify for a performance compensation increase. If during an employee's current evaluation, they receive two (2) or more Needs Improvement a PIP must be initiated by their manager.
- The manager of the department will recommend a performance increase for an employee if applicable. The General Manager will review evaluations with Department Managers and approve recommended increases prior to the employee evaluation meeting.

#### Examples of a Successful Employee's Performance

- Meets job expectations and job description.
- Is timely – arrives to work on time; returns from breaks and lunch on time.
- Gets along with co-workers; resolves conflicts.
- Adheres to guiding principles.
- Performs work safely.
- Is accurate in work products produced.

Examples of an Exceeds Expectations Employee's Performance includes above qualities listed plus:

- Solution oriented; brings a solution to the problem.
- Volunteers for extra duty and projects; puts in extra time.
- Seldom misses work unscheduled.
- Willing to learn and take on extra duties.
- Proactive approach; does not need a lot of guidance.
- Sets an example for others; exhibits leadership qualities regardless of position.
- Mentors others.

(The above lists are not meant to be exhaustive and are meant to provide examples of qualities an evaluator would consider when appraising an employee.)

#### **Personal Days**

Managers and the General Manager will continue to receive two (2) personal days per calendar year.

### General Manager

As a non-represented, non-contracted employee, the annual salary of the General Manager will follow the same format for other non-represented staff and Managers with a suggested GWI of 3.0% and a potential performance increase of up to 1.5%. Further salary adjustments may be determined by the Mason Transit Authority Board.

The General Manager will have a performance review conducted by MTA's Authority Board during a special executive session following the March regular board meeting. Ahead of this review the General Manager will complete a self-review to be provided to the board and during the executive session meeting the board will hear feedback from the General Manager's direct reports.

### Compensation Plan Review

A review of the entire compensation plan may be conducted annually but at a minimum of every three years. A wage study analysis and equity adjustments for non-represented positions was completed by a consulting firm in the fall of 2023 prior to the creation of the 2024 budget to ensure positions remain competitive and to provide for a consistent spread between grades to avoid compression. The board adopted table below remains the same except for the addition of the HR Manager title in Grade 6. The next wage study analysis will occur in 2026 for the 2027 budget year. The adopted salary schedule is presented below with ranges adjusted to reflect the market analysis and to provide for a consistent spread between grades and address wage compression between positions.

Job Classes / Job Titles	Grade	Range 1		Range 2		Range 3		Range 4	
Accounting Assistant	1								
	Annual	\$46,183	\$49,878	\$49,878	\$53,868	\$53,868	\$58,178	\$58,178	\$62,832
T-CC Facilities Tech	1								
	Hourly	\$ 22.20	\$ 23.98	\$ 23.98	\$ 25.90	\$ 25.90	\$ 27.97	\$ 27.97	\$ 30.21
Dispatch/Scheduler	2								
	Annual	\$ 50,766	\$ 54,827	\$ 54,827	\$ 59,213	\$ 59,213	\$ 63,950	\$ 63,950	\$ 69,066
Executive Assistant	2								
	Hourly	\$ 24.41	\$ 26.36	\$ 26.36	\$ 28.47	\$ 28.47	\$ 30.75	\$ 30.75	\$ 33.20
Technical Support Analyst	3								
	Annual	\$ 55,240	\$ 59,659	\$ 59,659	\$ 64,432	\$ 64,432	\$ 69,586	\$ 69,586	\$ 75,153
Operations Coordinator	3								
	Hourly	\$26.56	\$28.68	\$28.68	\$30.98	\$30.98	\$33.46	\$33.46	\$36.13
Lead Mechanic, Ops Supervisor	4								
	Annual	\$69,763	\$75,344	\$75,344	\$81,372	\$81,372	\$87,882	\$87,882	\$94,912
Safety/Train Supv., Accounting Coord., System Administrator, T-CC Building Superintendent	4								
	Hourly	\$ 33.54	\$ 36.22	\$ 36.22	\$ 39.12	\$ 39.12	\$ 42.25	\$ 42.25	\$ 45.63
Finance Administrator	5								
	Annual	\$77,603	\$ 83,811	\$ 83,811	\$ 90,516	\$ 90,515.9	\$ 97,757.2	\$ 97,757.2	\$ 105,578
HR Manager	5								
	Hourly	\$ 37.31	\$ 40.29	\$ 40.29	\$ 43.52	\$ 43.52	\$ 47.00	\$ 47.00	\$ 50.76
Finance Manager	6								
	Annual	\$87,465	\$94,462	\$94,462	\$102,019	\$102,019	\$110,181	\$110,181	\$118,995
Maintenance Mgr. - Operations Mgr.	6								
	Hourly	\$42.05	\$45.41	\$45.41	\$49.05	\$49.05	\$52.97	\$52.97	\$57.21
General Manager	7								
	Annual	\$ 116,662	\$ 125,995	\$ 125,995	\$ 136,075	\$ 136,075	\$ 146,961	\$ 146,961	\$ 158,718
General Manager	7								
	Hourly	\$56.09	\$60.57	\$60.57	\$65.42	\$65.42	\$70.65	\$70.65	\$76.31



## CAPITAL BUDGET

Mason Transit Authority Proposed 2025 Capital Budget					
Presented December 17, 2024					
Capital Projects	Budget	Grants	MTA Funding	Contingent Projects	Purpose
TCC customer service office remodel	100,000		100,000		Carry forward from 2024. Remove ADA ramp from middle of office and re-design space.
JP Badge Access Door Locks	5,000		5,000		Downstairs admin office space doors.
Bus stop improvements	150,000	150,000			Bus stop improvements to include paving ADA pads, shelters, benches, lighting and signage as we transition from flag stops. Continuing project.
Capital Facilities Improvements	50,000		50,000		Carry Forward. Improve Capital Facilities
Park and Ride Parking lot seal & Repair	165,000		165,000		Park and Ride Resurfacing. Pear orchard, matlock, belfair
Propane Conversion Kits	35,000		35,000		Paul to do calcs on existing fleet \$7,000 ea.
Fire Proof file cabinets for Grants and HR Files	15,000		15,000		Existing cabinets are past useful life and not locking. Tracy getting estimates.
Printer	10,000		10,000		Printer in Admin. Includes shipping and moving old printer from upstairs.
Maintenance Laptops	7,000	7,000			Replacement laptops for maintenance department.
Operations Tablets with mounts	30,000	30,000			Replacement of laptops for buses past useful life
IT Remote Access	5,500	5,500			Cloud solution that will allow IT staff to remote access desktops and laptops and perform required updates. Will no longer need to go to each individual computer to access.
Automated Voice Announcements	150,000	150,000			Need sign replacement in 5 buses and a new voice announcement system that ties into our GPS system. ADA requirement.
Next Bus Signage at TCC	50,000	50,000			Sign at TCC that will tell riders when the next bus will arrive. Ties into our GPS units on the bus.
Camera on JP Fleet and Wifi Access	17,000	17,000			Outdoor wifi and additional camera on JP fleet
IT Penetration Test	50,000	50,000		50,000	Recommendation from IT company that did an assessment on MTA's current vulnerabilities. WSTIP Grant will cover 10-15K
Repair/replace TCC Gym floor	130,000		130,000		Carry forward from 2024. Parts of the floor are protruding. Many blocks of wood were replaced when TCC re-modeled, but we need either a replacement at \$130,000 and 35 year warranty, or a repair at \$60,000. Still waiting on further options from original installer.
MTA Johns Prarie Base Facility Updates	800,000		800,000		Begin design for new MTA admin and training facility. Administrative building has been in TIP since 2020.
<b>Total Misc Capital Projects</b>	<b>1,769,500</b>	<b>459,500</b>	<b>1,310,000</b>	<b>50,000</b>	
Replace 6 cutaway buses	1,023,000	1,023,000			Order replacement vehicles in mid 2025 that may be here by the end of the year or in early 2026.
<b>Total Vehicle Replacements</b>	<b>\$ 1,023,000</b>	<b>\$ 1,023,000</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Proposed 2025 Capital Projects</b>	<b>\$ 2,792,500</b>	<b>\$ 1,482,500</b>	<b>\$ 1,310,000</b>	<b>\$ 50,000</b>	

### Disadvantaged Business Enterprise (DBE) Goal

As a recipient of Federal Transit funds subject to the requirements of 49 CFR Part 26, MTA commits to making good faith efforts through solicitation and notice to bid for any DBE Certified Contractors that would fit the scope of work that MTA may contract for. MTA maintains a DBE goal of 1% purchases financed with FTA assistance.

### **State of Good Repair**

The State of Good repair is a measurement used to determine in what condition an agency's fleet is in. Our current goal is to have our fleet be at 80% state of good repair. Once the vehicles budgeted for above are received, our fleet will be in the following condition: Cutaways-100%, Fixed route-100%, worker driver-100%, medium duty-100%, staff/shop vehicles-70%. The condition of our fleet continues to improve and will continue to do so as we continue budgeting for replacement vehicles.

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